



City of Dublin

Office of the City Manager

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Memo

To: Members of Dublin City Council

From: Marsha I. Grigsby, City Manager 

Date: June 20, 2013

Initiated By: Tim Wagner, Director of Human Resources

Re: Ordinance 56-13 – Amending the Compensation Plan

Summary

Over the past year, the City Manager and executive team have had discussions in an effort to determine how we can best position the City to ensure the maintenance of our public infrastructure assets is performed and coordinated as efficiently and effectively as possible. The City has experienced significant development and infrastructure growth in the past 30 years. Because of this growth, the infrastructure focus has been shifting and will continue to shift from building new infrastructure to maintaining our infrastructure. Consequently, an evaluation was undertaken, with assistance from the Novak Consulting Group, to determine how we can establish a more sustainable organizational structure for the future. Based on the evaluation, it has been determined the following two positions should be created:

1. Director of Public Services that is responsible for Street and Utilities, Engineering, and Parks and Open Space
2. Assistant City Manager position that is responsible for Administrative Services of Fleet Management, Facilities Management, Information Technology, Court Services, Recreation Services, Events Administration and Project Management. This position would not be an additional position, but a reclassification for the current Director of Administrative Services.

At the June 10, 2013 Council meeting, Council approved a motion to authorize the creation of the position of Director of Public Services and the position of Assistant City Manager, as described by the City Manager and consistent with her report at the meeting, and directed staff to prepare legislation amending the City's Compensation Plan to formally reflect the position titles and pay grades. Ordinance 56-13 (attached) authorizes the creation of the two new positions.

Recommendation

Staff recommends that Council adopt Ordinance 56-13 at the second reading/public hearing on July 1, 2013.

RECORD OF ORDINANCES

56-13

Ordinance No. _____

Passed _____, 20____

AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION), PARAGRAPH (A) OF ORDINANCE NO. 73-06 ("COMPENSATION PLAN FOR NON-UNION PERSONNEL") FOR THE PURPOSE OF INCORPORATING CERTAIN JOB CLASSIFICATIONS AND CORRESPONDING PAY GRADES.

WHEREAS, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

WHEREAS, Council has determined that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring, that:

Section 1. Section 2 (Wage & Salary Structure/Administration), paragraph (A) of Ordinance No. 73-06 be amended by incorporating the following new job classification titles and corresponding pay grades under the following functional category:

General Management/Administration	
Classification Title	Pay Grade
Assistant City Manager	2
Director of Public Service	2

Section 2. This Ordinance shall take effect and be in force upon the earliest date permitted by law.

Passed this _____ day of _____, 2013.

Mayor – Presiding Officer

ATTEST:

Clerk of Council